

# CLUSTER UNIVERSITY OF JAMMU

## NOTICE INVITING TENDER

NIT No: -

Date: - 09/08/2018

Sealed tenders affixed with six (06) rupee revenue stamps are invited for implementation of **Group Personal Accidental Insurance for more than 13,000/- Students of Cluster University of Jammu for session 2018-19**. The premium of the policy per student shall be Rs. 100/- inclusive of GST to cover the accidental deaths, total or partial disability caused to any kind of accident by external violence and visible means that will include burning asphyxia caused by room heating devices, drowning, washing away in floods, avalanches landslides electrocution, snake /insect bite, attack by wild/rabid animals, earthquakes, cyclones, acts of terrorism, collapse of roof, fall from the tree/roof/window/house/stairs/pole/vehicle, dacoit or riot, murder, scuffle/accidents while travelling by rail, road or air playing sports/games including racing on wheels, mountaineering, hunting or winter sports, heart attack, due to cloud bursting, bomb/grenade/mine blast, only from reputed and resourceful insurance companies duly licensed by Insurance Regulatory and Development Authority (IRDA) for a period of one year extendable by another upon satisfactory performance of the selected company and urgency for its continuation beyond 1 year.

The tender document shall be available for download from the Cluster University website [www.clujammu.in](http://www.clujammu.in). Complete sealed offers should be submitted in the office of Registrar, Cluster university of Jammu by or before 18-08-2018 up to 3.00 PM through speed post/registered post/courier only on any working days against a proper receipt. The bids/offers received after the due date and time shall not be entertained under any circumstances. The tenderers who submit their bids by post, have to ensure that the document reach before the due time and date. The Cluster University of Jammu shall not be responsible under any circumstances for postal/courier delays. Incomplete and unsigned bids or the bids not in prescribed format shall be rejected without assigning any reason. No consortium bidding is allowed.

Sd/-

Registrar

Cluster University of Jammu

No. CLUJ/Adm/2018/758

Dated: 09/ 08/ 2018

## Terms and Conditions

Insurance companies eligible for participating in offers should submit their offers in a sealed envelope both Technical bid, containing certificate of valid IRDA License, copies of experience/past performance in the relevant field and Price Bid of Premium of Rs. 100/- addressed to Registrar, Cluster University of Jammu, Campus GGM Science College, Canal Road Jammu.

The intending Insurance Company shall:

1. Enclose a valid copy of IRDA License.
2. Attach proof of past experience of having handled Group Personal Insurance Policy/Policies with Govt. Deptt or educational institution for atleast for two years.
3. Furnish complete contact address of their licensed office at Jammu.
4. Tenderers should be filled in with ball point pen. No tender filled in by pencil or otherwise shall be considered. No additions and alternations or overwriting should be made at the end in token of acceptance of all the terms and conditions of the tender and the agreement.
5. All the legal proceedings, if necessary arises to institute any, by any of the parties (University or Company), shall be lodged in Courts/Forums situated within Jammu City only not elsewhere.
6. The bids shall not be entertained after the expiry of the scheduled date and time.
7. The offers will be opened by the tender opening committee nominated for the purpose in the presence of tenderers who wants to be present after proper notification of the day, date time and venue. The decision of the tender opening & evaluation committee in the evaluation of bids shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee. No discussion /interaction will be held with the bidders whose bids have been rejected / disqualified.
8. The University shall, however, reserve the right to reject any or all offers without assigning any reason thereof or reject incomplete and conditional offers.
9. All offers should be made in English.
10. The bidder should bid once only. Bidders submitting more than one bid should note that the bid must favorable to the Tender Inviting authority shall be accepted.

**FORMAT FOR SUBMITTING TECHNICAL BID BY THE INSURANCE  
COMPANY**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Insurance Company Ltd.	
2.	Full particular of the office/offices	
	a) Address	
	b) Telephone No.	
	c) Fax No.	
	d) E-mail address	
3.	Registration details ( attach self attested copies of certificates/Registration/License etc.,)	
	a) IRDA Registration No.	
	b) PAN No.	
	c) GSTIN Registration No.	
4.	Details of Group Personal Insurance Policy/Policies offered by the Insurance company in the past 02 years.	
5.	Name of the authorized person of the company to liaise with the University/Constituent Colleges	

**FORMAT FOR SUBMITTING FINANCIAL BID BY THE INSURANCE  
COMPANY**

Providing Group Personal Accidental Insurance Policy to the students of Cluster University of Jammu for 2 year extendable by another one year upon satisfactory performance of the selected company for its continuation beyond 1 year.

Name of the Insurance Company (Tenderer)	Premium amount per student per year inclusive of GST	Sum insured per student
	Rs. 100/- (Rupees Hundred only) per student.	

We agree with all the details of the Insurance Scheme and the Terms and Conditions of the Tender.

Date: -

Place: -

**Signature of the authorized person  
With Name, Designation and Contact No.  
Company seal**

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE  
TENDER DOCUMENT FOR GROUP PERSONAL ACCIDENTAL INSURANCE FOR STUDENTS OF  
CLUSTER UNIVERSITY OF JAMMU FOR SESSION 2018-19**

(To be put in sealed envelope super-scribed with Technical Bid for Group Personal accidental Insurance Policy for Students of Cluster university of Jammu for Session 2018-19)

To

Registrar  
Cluster University of Jammu  
(Campus GGM Science College Jammu)

Sir,

I have carefully gone through the Terms & conditions contained in the Tender Notice dated \_\_\_\_\_ regarding Group Personal accidental Insurance Policy for Students of Cluster University of Jammu for Session 2018-19.

I declare that all the Terms & Conditions of this Tender Notice are acceptable to my firm/company. My firm does not have any conditions of its own in respect of quotation being submitted for Group Personal Accidental Insurance Policy for Students of Cluster University of Jammu for Session 2018-19. I further declare that I am an authorized signatory of the Firm/company and am competent to make this declaration.

Yours Very Truly

Name: -

Designation: -

Name of the Company: -

Address: -

Official seal: -